



CITY OF FITCHBURG

POSITION DESCRIPTION

SANITARY CODE INSPECTOR

SUPERVISOR:	PUBLIC HEALTH DIRECTOR
SALARY RANGE:	\$938 PER WEEK (37.5 Hours/week)
BARGAINING UNIT:	SEIU LOCAL 888 – INSPECTORS
RESPONSIBILITIES:	Under supervision of the Public Health Director or Designee; perform inspections, serve notices of violations, investigate complaints, and enforce the State Sanitary Code. Must be able to perform additional inspectional duties as directed.

DUTIES:

- ❖ Perform inspections of dwellings to determine fitness for human habitation and sanitation of premises.
- ❖ Enforce provisions of the State Sanitary Code to prevent or remove nuisances, sources of filth and violations of code standards.
- ❖ Investigate complaints from tenants and other parties and deliver notices of violations.
- ❖ Perform inspections to eliminate vermin and rodents, and to determine lead paint levels.
- ❖ Enforce regulations, prepare reports and perform related work.
- ❖ Testify in court and legal proceedings.
- ❖ When assigned, may perform other phases of sanitary inspections.
- ❖ All other duties as assigned.

QUALIFICATIONS:

- ❖ Minimum of two years full-time (or part time equivalent) technical or professional experience working: (1) involving the enforcement of sanitary, construction, or health codes pertaining to buildings, or (2) in a building construction trade, or (3) in the field of environmental sanitation, or (4) a combination of (1) through (3) amounting to at least two years OR: A Bachelor's degree in a related field. OR: Registration as a Sanitarian – MA Board of Registration under the National Environmental Health Association.
- ❖ Must be Registered Sanitarian and Certified Health Officer or R.S and C.H.O eligible
- ❖ Possess a valid Massachusetts Driver's License

QUALIFICATIONS:

- ❖ Possess a MA Title V, Soil Evaluators License or the ability to obtain upon employment.
- ❖ Possess a MA Lead Determinators License or the ability to obtain immediately
- ❖ Possess a MA Full Code Lead Inspector License or the ability to obtain in 1 year
- ❖ Possess a MA Certified Pool Operator License or the ability to obtain in 1 year
- ❖ Possess a MA Title V, System Inspector License or the ability to obtain upon employment.

SKILLS:

- ❖ Ability to plan and organize work in a time efficient manner.
- ❖ Ability to work as a team member.
- ❖ Ability to represent agency in a professional manner.
- ❖ Excellent written and communication skills
- ❖ Excellent interpersonal skills.
- ❖ Demonstrated advanced knowledge of current business applications software.
- ❖ Bi-lingual a plus

PHYSICAL COMPONENT:

- ❖ May requires participation in a variety of physical activities

RATED:

- ❖ Moderate with occasional heavy lifting

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.

The City of Fitchburg is an Equal Opportunity Employer